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SECURITY RECORDS DIVISION

PROCEDURES SURVEY

Begins - Tuesday, 21 March 1961

- 25X1 1. [] Chief, Management Staff, asked me to make a procedures survey in O/S, SRD during next 30 days.
2. He phoned Col. Edwards, Director of Security, to ask if I could start Wednesday, 22 March.
- 25X1 3. [] Business Machines Service, explained to me his visit to SRD with [] Chief, Automation Board, and their hope for SRD automation.
- 25X1 4. [] Chief, Records Management Staff, spoke to [] on planned Survey. 25X1
5. I outlined basis plan and needs.

Wednesday, 22 March

25X1

- 25X1 5. Survey to start this afternoon. Announcement to be made to personnel by Section Chiefs and each Chief will brief me. I was assigned desk in [] office.
- 25X1 6. Went with [] to see use of tape typewriters at O/Pers.

Wednesday, p. m.

- 25X1 1. Interviewed [] Supervisor of Communications Section
- 25X1 2. Met [] her Deputy in Communications Section.

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4. Observed overall operations - primarily flow of covert-type requests.
5. Observed TWX operation, logging machines, supplies, and paper flow.
6. Observed preparation of mail for Post Office, (envelopes, stamps, scales).
7. Observed preparation of brief cases for local field stations.
8. Observed use of dumb waiter to SSD and PSD upstairs.
9. Observed sorting procedures for field mail.
10. Examined contents of 2 file cabinets in use in Section.
11. Examined imprest stamp fund, supplies, records.
12. Examined room layout; made drawing of mailroom layout.

Thursday, 23 March

1. At his request, I met with [] about Survey. 25X1
2. We discussed background of Records Survey on Indices equipment.
3. He read me his Memorandum for Record on his Monday examination.
- 25X1 4. With us was [] whom he assigned to the automation problems of SRD.
- 25X1 5. [] requested that I keep Charlie informed of my findings and that I include certain points in my Survey because they will help Charlie.
6. I copied his list and agreed to help as these were items I would need to examine for my study.
7. Charlie and I talked at length after [] left. 25X1
8. Reviewed my office file of the Indices equipment study.
9. Shuttled across town.

Thursday, p. m.

- 25X1 1. Interviewed [] in Communications Section.
2. Discussed her logging of mail.

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3. Examined her logging files, and notebook on items to log.
4. Studied her Sorting Rack and Procedures.
5. Studied mail delivery and receipt schedules.
- 25X1 6. [] came into speak with Pat about logging procedures.
- 25X1 7. We discussed Agency logging practices and principles with [] and [] 25X1
- 25X1 8. [] brought in [] (DD/IOS) to meet me.
9. Studied use of receipts on internal mail.
10. Collected forms used in Communications Section.
11. Examined packages of PHS upon arrival.
12. Observed Delivery of PHS and photostats to Processing Section.
- 25X1 13. Interviewed [] Chief, Processing Section.
14. Discussed about half of operations in his area.

Friday, 24 March

1. Rewrote notes on Processing Section.
- 25X1 2. Interviewed [] and her processing duties.
3. Lunched with DDP Records Officers, [] 25X1

Friday, p. m.

- 25X1 1. Interviewed [] on the IBM operation.
2. Rewrote notes from 4:15 to 5:00.

Monday, 27 March

1. Rewrote notes.
2. Discussed details of Organization Chart with [] 25X1
- 25X1 3. Interviewed [] about opening new overt cases.

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Monday, p. m.

1. Continued discussion with Flora about her duties.
- 25X1 2. Interviewed [] about opening Miscellaneous Cases.
- 25X1 3. Interviewed two typists about their duties. [] 25X1
[]

Tuesday, 28 March

1. Rewrote notes and organization chart.
- 25X1 2. [] and I toured Security Support Division offices upstairs.
- 25X1 3. We also visited [] in Personnel Security Division, Requirements Branch.
- 25X1 4. Lunched with []

Tuesday, p.m.

1. Discussed several specific questions with Pauline about IBM operation.
2. Examined with Jean the card files referencing covert and overt clearance requests.
3. Discussed with Etta the card files and procedures on EE and CC Cases.
- 25X1 4. Interviewed [] about her Files Operations.

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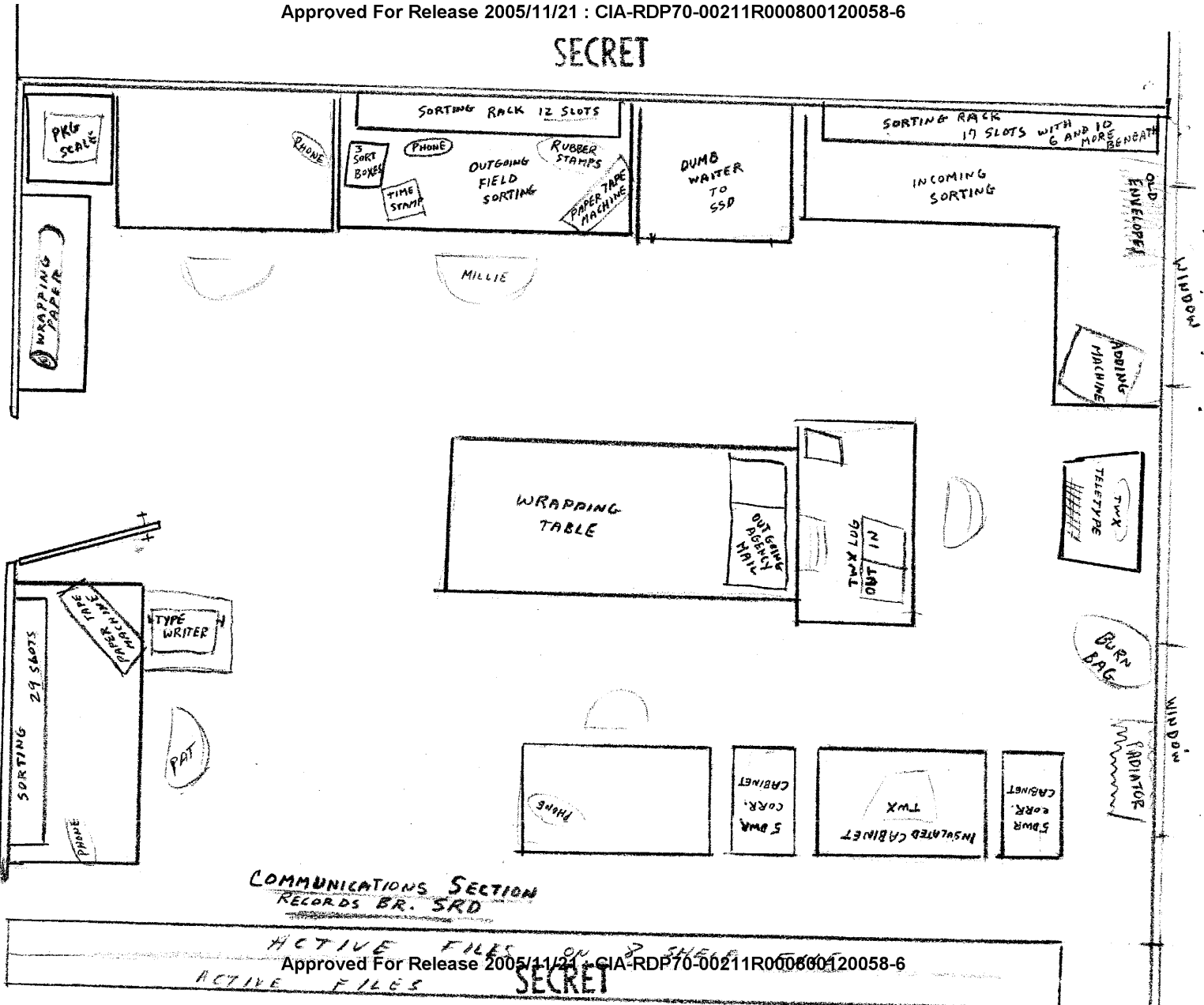
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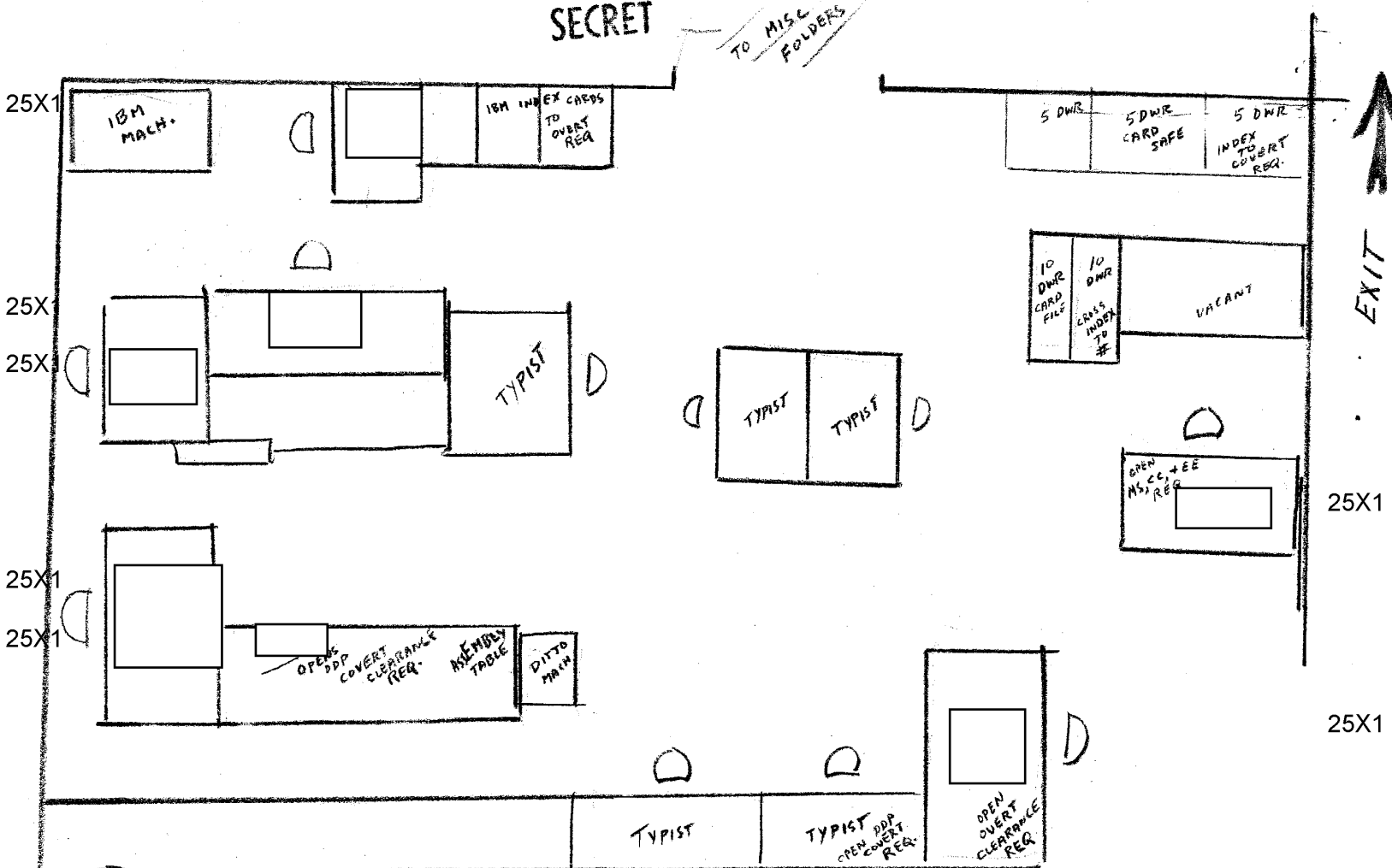
COMMUNICATIONS SECTION
RECORDS BR. SRD

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TO MISC FOLDERS



PROCESSING SECTION

OPERATIONS BR. SRD

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